



# Request for Leave

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Total Hours of Leave Requested: \_\_\_\_\_

Total Hours Available After Leave: \_\_\_\_\_

Date of Last Request of Leave: \_\_\_\_\_

Comments:

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

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